

CITY OF
TORRANCE



A Balanced City

Invites your interest in the position of:

**Engineering
Manager**





The Community

The City of Torrance, located in Los Angeles County's South Bay, borders on the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a ¾ mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California's major attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 8th largest city within Los Angeles County California. Due to its large employment base, the community's daytime population is significantly higher than the permanent population peaking at 200,000.

The area enjoys a pleasant year round climate with moderate temperatures, gentle sea breezes and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the "theatre-in-the-round" Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round

out the community's cultural offerings is the nearby El Camino Community College campus that houses an art gallery, planetarium and a 2000 seat theatre.

The community's population is culturally diverse as shown by the school district's estimate that its students speak over 80 languages. Contributing to this diversity are world class international companies such as American Honda Motor

Company, Robinson Helicopter, and Panasonic which call Torrance home. Four major shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and renovation.

Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural and volunteer opportunities.

City Government

The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager, and

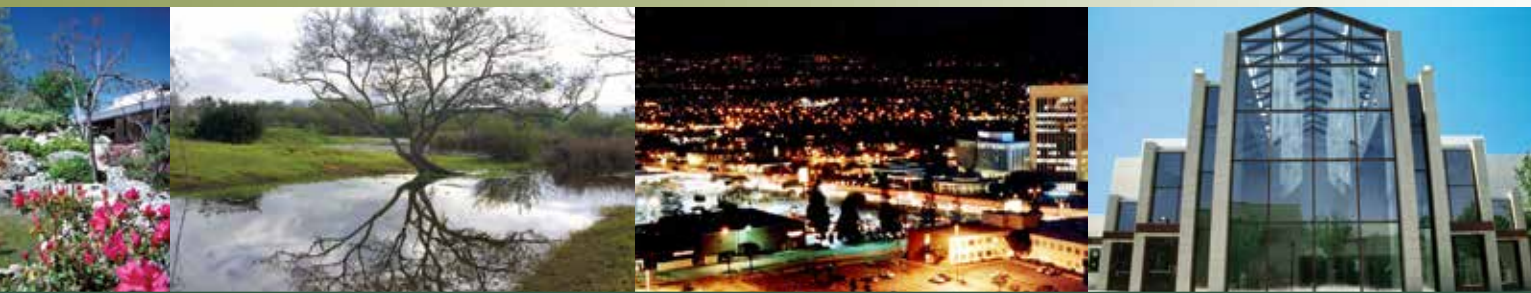
a City Attorney. City Clerk and City Treasurer are also elected. The Executive team works under the direction of the City Manager based on merit principles.

Torrance is a full service city with an annual budget of approximately \$200 million and a staff of over 1300 organized in 13 departments.

Public Works Department

The Public Works Department is a dynamic organization that readily adapts to the needs of the Torrance Community in providing quality and reliable service to the public; maintaining and operating the public infrastructure and designing and managing capital improvement projects. The department is organized across Engineering, Street Operations, Sanitation, Streetscape and Administrative Services divisions with an annual budget of approximately \$40 million, a capital budget of approximately \$63 million and a staff of 210. These divisions, although different in their nature and range of responsibilities, are focused and directed in the City's strategic plan for priority of infrastructure. The collaborative functional responsibilities of the five divisions include: maintaining sewer and storm drain infrastructure, including pump stations, catch basins and storm water retention basins; street sweeping, residential refuse and recycling collection; maintaining concrete sidewalks, curbs and gutters throughout the City; maintaining roadway surfaces along with traffic signals, traffic





striping, pavement marking and street signage; maintaining the airport runways, taxiways and other ground surface areas at the Torrance Municipal Airport (Zamperini Field) as well as providing operational services to pilots and aircraft in conjunction with FAA Control Tower; maintaining and operating the Torrance Municipal Water System that includes transmission and distribution mains, storage reservoirs, pump stations, groundwater production wells and imported water connections, as well as performing water quality assurance testing.

The Position

The Engineering Manager, under general direction of the Deputy Public Works Director – City Engineer, will manage complex engineering work including the planning, design, construction and administration of public works projects; performs specialized engineering work in the analysis, design and construction of public works; and performs work as required.

The Division has a peer group of four Engineering Managers each with a team of technical support staff. The main responsibilities include planning and administering new projects, managing budgets, and securing funding. The size of the project budgets vary. However, capital improvement budgets are over \$1 million.

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For a detailed position description, please visit:
www.TorranceCA.Gov/22045.htm

Candidate Profile

Any combination of education and experience that provides the knowledge and skills is qualifying. A typical way of qualifying is:

- Possession of a Bachelor's degree in Civil Engineering;
- Five years of professional civil engineering experience involving the design and construction of a variety of public works projects, at least two of which must deal directly with managing municipal projects for any combination of the following systems: highway/roadway, sewer, drainage, and water.
- Registration as a licensed Civil Engineer in the State of California; and
- An appropriate valid California driver's license.

In addition to the qualifications, the ideal candidate has:

- A demonstrated ability to maintain a cohesive team environment and motivate staff towards accomplishing goals;
- Effective public relations, communication, and interpersonal skills to work with a variety of people such as members of the

public, employees, managers, and Elected Appointed Officials;

- Proven experience in successfully managing professionals, technicians, consultants, and contractors;
- Five years of experience managing public works projects in streets and traffic; and capital projects with budgets over \$1 million; and
- Experience in identifying, securing, and administering grants to fund projects.

Compensation & Benefits

- **Monthly Salary Range:**
Minimum \$9,252-Reference Point \$11,103-Maximum \$12,768. Appointments are typically made between the minimum and the reference point range, depending upon qualifications.
- **Retirement :**
Employees receive California Public Employees Retirement System (CalPERS) Pension benefits. Employees hired after January 1, 2013, will contribute 6.75% as a payroll deduction. Classic members receive the 2 @ 55 formula and new members, or returning after a break in service more than six 6 months, will receive the 2 @ 62 formula.
- **Social Security and Medicare:**
Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare.
- **Deferred Compensation:**
A City Deferred Compensation Plan is available. The City will match contributions to the

Compensation and Benefits (continued)

Deferred Compensation Plan up to 0.5% of the monthly base salary.

■ Life and Accidental Life Insurance Coverage:

The City pays the premium for \$100,000 group term life and \$100,000 Accidental Death and Dismemberment coverage. Supplemental coverage is also available. Supplemental coverage is also available.

■ Short Term/Long Term Disability

The City pays 100% of the premium which offers up to 2/3 income protection.

■ Health Insurance:

The City provides health insurance (HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/mo. for family coverage.

■ Dental Insurance

The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/mo).

■ Personal Leave:

Personal leave allowance of 27 hours, which is granted at the beginning of each fiscal year.

■ Reimbursable Expenses:

\$750 per fiscal year for eligible expenses.

■ Flexible Spending Account:

Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependant care expenses.

■ Retirement Health Savings Program:

Sick and Vacation leave hours can be deposited into this plan upon retirement.

■ Tuition Reimbursement:

Reimbursement up to \$1500 per fiscal year for tuition costs for voluntary off-duty job related courses.

■ Holidays, Sick Leave and Vacation Leave :

The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 9.33 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.

■ 9/80 Work Schedule:

The standard work schedule for the City of Torrance is 9/80.

Application & Selection Process

Interested candidates must submit an online application at www.TorranceCA.Gov/Jobs/ The application process requires submission of:

- Online City Application
- Letter of Interest (Cover Letter)
- Resume
- Supplemental Questionnaire (Questions Below)

1. Please describe your relevant work experience, education, certification(s), and any license(s) that, combined, demonstrate being qualified for the Engineering Manager position.
2. Describe your experience in managing capital improvement projects. Include experience with: funding; budget tracking; scheduling; requests for proposals; design; bidding; construction; contract administration; and public relations with residents and businesses. In your response, please list 3 significant capital improvement projects that you have managed.
3. Describe your experience with identifying, securing and administering federal, state and or grant funding, including obtaining funding reimbursement in a timely manner. Please list the specific capital projects for which you obtained grant funding and performed these tasks.
4. Describe your experience with making presentations and/or public speaking at meetings for City

Council, City Commissions and the public. Please include any experience in presenting a controversial subject project.

5. Describe your experience with supervising employees. Please include experience in resource allocation; monitoring staff assignments; composing performance evaluations; recommending discipline; and mentoring, motivating; and developing staff.
6. Describe your experience with the Municipal Separate Storm Sewer System (MS4) permit; National Pollutant Discharge Elimination System (NPDES) permit; and or AB 939 Recycling as it relates to requirements for capital improvement projects.

Only those candidates who **best** meet the qualifications will be invited to participate in the examination process. The examination will consist of a Management In-Basket Exercise (40%) and an Oral Interview (60%).

The application filing period opens on **December 10, 2015** and closes **January 7, 2016, 5:30 p.m.**

The management in-basket exercise and interviews are tentatively scheduled for **February 2015.**

Please visit our website under Recruitment Status current information.

Candidates with disabilities who require special testing arrangements must contact the Human resources Division prior to **January 7, 2016.**

Additional Information

If you have questions regarding this career opportunity, please email Craig Bilezerian, Deputy Public Works Director-City Engineer at CBilezerian@TorranceCA.Gov. In addition, the City of Torrance Conflict of Interest Code requires that employees in this classification file an annual Financial Disclosure Statement. Information about this requirement may be obtained from the City Clerk's Office. As a condition of employment, candidates must pass a background check and a pre-employment medical examination. The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.